

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council		Item ID:	72842	Agenda Number	32.
Meeting Date:		August 3, 2017			
Department:		Purchasing			
Subject					
Authorize award and execution of a 12-month contract with CAPITAL PRINTING CO., to provide printing services for Austin Energy's PowerPlus newsletter, in an estimated amount of \$98,400, with four 12-month extension options in an estimated amount of \$98,400 per extension option, for a total contract amount not to exceed \$492,000.					
Amount and Source of Funding					
Funding in the amount of \$16,400 is available in the Fiscal Year 2016-2017 Operating Budget of Austin Energy. Funding for the remaining 10 months of the original contract period and extension options are contingent upon available funding in future budgets.					
Fiscal Note					
A fiscal note is not required.					
Purchasing Language:	The Purchasing Office issued an Invitation for Bids (IFB) JXP0123 for these services on May 22, 2017 and it closed on June 6, 2017 with seven offers received. The recommended offer is the lowest offer submitted by a responsible offeror. Additional information on the solicitation is included below the line.				
Prior Council Action:					
For More Information:	Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@ austintexas.gov NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Terry Nicholson, at 512-322-6586 or Terry.Nicholson@ austinenergy.com				
Boards and Commission Action:	July 17, 2017 – The Electric Utility Commission meeting was cancelled due to lack of quorum.				
Related Items:					
MBE / WBE:	This solicitation was reviewed for subcontracting opportunities in accordance with City Code				

Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established.

Additional Backup Information

The contract will provide approximately 410,000 copies per month of the PowerPlus newsletter. The PowerPlus newsletter serves as the primary tool for communicating with City of Austin utility customers regarding utility-related services, news, and program updates and promotions. Other City departments utilize this newsletter to provide information and make announcements. For example, Austin Public Health may advertise free vaccinations or Animal Services may announce free microchipping for pets in the PowerPlus newsletter. The newsletter is available in English and Spanish, and placed online [here](#).

This contract will replace the current contract. The estimated number of newsletters to be printed is 410,000 per month, or 4,920,000 annually. Estimated quantities for this contract are based on usage from the previous contract.

The contractor will be required to deliver PowerPlus newsletters to the vendor responsible for generating and mailing utility bills to City of Austin utility customers, a method used to ensure protection of customer data. The contractor will also be required to use post-consumer recycled content paper for the newsletters. In addition, the paper must be certified by the Forest Stewardship Council, meaning that the paper comes from responsibly managed forests, providing environmental, social and economic benefits. Capital Printing Co. is certified by the Sustainable Forestry Initiative, a nonprofit organization that promotes sustainable forest management. This certification means that at least two-thirds of the paper used by the contractor comes from pre-consumer recycled content, post-consumer recycled content, certified forest content, and non-controversial sources.

If the City is unable to secure a contract, its utilities and departments would lose an important and expected tool to effectively communicate service and program related information to customers.

BID TABULATION

IFB JXP0123

PowerPlus Newsletter Printing and Mailing
1 line item

<u>Vendor Name</u>	<u>Total Bid</u>
Capital Printing Co.	\$ 98,400.00
PrintMailPro.com	\$110,415.62
Allied Printing and Mailing	\$111,755.83
OneTouchPoint	\$121,228.80
American Printing and Mailing	\$132,840.00
360 Press Solutions	*
N Business Graphics	**

* Deemed Non-Responsive – Did not meet the specification requirements of the solicitation.

** Deemed Non-Responsive – Did not meet requirements of the solicitation related to the Minority Owned and Women Owned Business Enterprise Procurement Program.

A complete solicitation package, including a bid tabulation, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)

CAPITAL PRINTING CO.

		# months	Contract Amount	Contract Amendment	Revised Amount	
	Original Term	12	\$ 98,400	n/a	n/a	
	Extension Option 1	12	\$ 98,400	n/a	n/a	
	Extension Option 2	12	\$ 98,400	n/a	n/a	
	Extension Option 3	12	\$ 98,400	n/a	n/a	
	Extension Option 4	12	\$ 98,400	n/a	n/a	
	TOTAL	60	\$ 492,000	\$ -	\$ -	